



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1740.1
INS
15 Mar 2002

AIR STATION ORDER 1740.1

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: PERSONAL COMMERCIAL SOLICITATION ABOARD MARINE CORPS AIR
STATION (MCAS), CHERRY POINT

Ref: (a) DoD Directive 1344.7
(b) SECNAVINST 1740.2
(c) AirStaO 5500.14

Encl: (1) Application Package/Procedures for Applying for a
Business Permit aboard MCAS Cherry Point
(2) Revocable Permit for Conducting Personal Commercial
Solicitation Aboard MCAS Cherry Point

1. Situation. Over a period of several years the distinction between personal commercial solicitation and commercial solicitation has become obscured. Personal commercial solicitation deals exclusively with private business conducted aboard a military installation. In other words, a business offers its services to individual customers, not to a government entity. Conducting personal commercial solicitation requires an application to do so and a business permit. Unfortunately, several commercial solicitors, through no fault of their own, have been included in this process to obtain business permits and subsequently to obtain business vehicle passes.

2. Mission. To define the purpose of a business permit, and to establish a process and criteria for the issuance of business permits.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) To correct previous difficulties associated with the issuance of business permits and to better align the issuance of these permits with references (a) and (b).

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(b) To describe the purpose of a business permit; identify the documentation required before submitting an application for a business permit; define the application process for a business permit; and describe the distinction between business permits and business vehicle passes.

(2) Concept of Operations

(a) The CG has broad authority over all personnel and activities aboard MCAS Cherry Point. This authority includes approving who may or may not conduct personal commercial solicitation. Because personal commercial solicitation is a privilege, it may be withdrawn for cause. The purpose of a business permit is three fold:

1 Grants the privilege to conduct private business aboard the Air Station.

2 Requires that businesses granted this privilege adhere to a code of business ethics.

3 Provides a form of recourse for customers who feel that a business has failed to adhere to the code.

(b) The conditions for commercial and contractor access to MCAS Cherry Point are contained in reference (c). These conditions apply to those businesses engaged in personal commercial solicitation. Specific conditions are described in enclosure (1). Based upon security concerns, business permits will only be issued on an individual basis. No longer will companies receive company business permits that cover all their employees.

(c) Applications for business permits may be obtained from the Pass and Identification Office located in Building 251; adjacent to the main entrance of the Air Station. Completed applications must be mailed to the Inspector's Office, MCAS Cherry Point using the address provided on the application form. Applications will not be accepted in person. The Inspector is delegated decision authority regarding all applications for business permits.

(d) An approved business permit does not mean that an employee will receive a business vehicle pass. A business permit is authorization to conduct business, not approval for unrestricted

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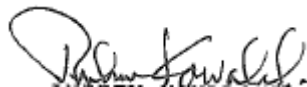
access to the Air Station. The Inspector's Office will determine if a vehicle business pass is warranted. Business vehicle passes, like business permits, will only be issued on an individual basis.

4. Administration and Logistics. The CG, 2d MAW, CO NADEP, CO NAVHOSP, and CO CSSD-21 concur with the contents of this Order insofar as it pertains to members of their command.

5. Command and Signal

(a) Signal. This Order is effective the date signed.

(b) Command. This Order is applicable to the Marine Corps Reserve.

A handwritten signature in dark ink, appearing to read "Andrew Kowalski", is written over a horizontal line.

ANDREW KOWALSKI
Chief of Staff

DISTRIBUTION: A

APPLICATION PACKAGE/PROCEDURES FOR APPLYING FOR
A BUSINESS PERMIT ABOARD MCAS CHERRY POINT

Permits will be issued to individuals only. Accordingly, if a company has more than one employee conducting business aboard the Air Station, each employee must apply separately.

Procedures for applying for a business permit:

1. Applicants must complete the enclosed business permit application.
2. Applicants must read and sign the enclosed regulations regarding personal commercial solicitation and return with application.
3. Applicants must provide a photocopy of a picture identification card from a state or federal agency.
4. Applicants must provide a criminal records check from the state or county level covering the previous two years. Criminal records checks may be obtained from, but are not limited to the following sources: County Courthouse, Defense Security Service (www.dss.mil), and *Infolink Screening Services, Inc. (www.infolinkscreening.com).
5. Applicants must provide proof of citizenship or immigration status. Acceptable documents include birth certificates, Immigration and Naturalization Service (INS) forms, and passports. Do not send original documents.
6. Applicants must provide a letter from the company certifying the authenticity of their representative.
7. All application packages must be mailed. Applications will not be accepted in person. Applicants will be notified of the status of their request via the U.S. Postal Service.

Mail completed packages to:

Commanding General
Office of the Station Inspector
Marine Corps Air Station
PSC Box 8003
Cherry Point, NC 28533

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*Infolink Screening Services is listed as another possible source for commercial and contractor employees to obtain a criminal records check. The United States Government and the United States Marine Corps do not endorse nor are they affiliated with Infolink Screening Services.

ENCLOSURE (1)

APPLICATION FOR BUSINESS PERMIT

1. _____
Name (Last) (First) (Middle)
2. _____
Mailing Address City State Zip Code
3. _____ 4. _____ 5. Yes/No _____
Social Security Number Date of Birth U. S. Citizen
6. _____ 7. _____
Home Telephone (Area Code/Number) Work Telephone (Area Code/Number)
8. Yes/No 9. Yes/No _____
Are you active duty military? Are you a military family member?
10. Yes/No _____
Are you a retired military member?
11. _____
Name of Company requesting authorization to conduct business aboard
MCAS Cherry Point
12. _____
Type of service this company provides
13. Yes/No 14. _____
Does Company have contract Frequency of visits aboard
w/ installation the installation
15. _____
With whom do you conduct business with aboard the installation?

I certify that the above information is true and correct to the best of my knowledge. If any of the above information is false, I understand this will result in revocation of authority to conduct business aboard Marine Corps Air Station, Cherry Point as well as criminal action.

(Signature) (Date)

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Disclosure of the above information is strictly voluntary. However, not providing the requested information may result in your application not being processed.

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REGULATIONS REGARDING PERSONAL COMMERCIAL SOLICITATION
ABOARD MCAS CHERRY POINT

The following excerpts are from applicable directives regarding the appropriate conduct of individuals and businesses engaged in personal commercial solicitation aboard Department of Defense installations. All regulations concerning commercial business are designed to safeguard the health, welfare, and morale of military personnel and their family members and civilian employees aboard the Air Station.

1. No person has authority to enter an installation and transact personal commercial solicitation as a matter of right.

2. Solicitation of military personnel, their family members, and civilian employees will be on an individual basis; by appointment only. The following practices are strictly prohibited:

a. The improper use of official Armed Forces Identification cards or Station decals by retired members of the Armed Forces to gain access to the Air Station for the purpose of conducting business. Example: If complaints of improper use are verified, the business permit or the use of the Station decal may be revoked, or in extreme cases, the individual may be barred from the Air Station.

b. The offering of unfair, improper, and deceptive inducements to purchase or deal, or the use of any scheme or artifice, including misleading advertising or sales literature.

c. Any oral, written, or other representation which suggests or gives rise to the appearance that DoD or any part of the Naval Service sponsors or endorses the company, its agents, or goods. Example: The presentation of the business permits to any military personnel or civilians, whether aboard the Air Station or in local communities, with the connotation that the Commanding General endorses the product or the substantiation that the U.S. Marine Corps approves of the product.

d. Peddling is prohibited aboard the installation, except by specific authority of the Commanding General.

e. The customary and authorized method of solicitation for individuals and firms will be through the U.S. Mail. If any individual replies to such communication then the matter becomes a private business transaction.

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f. The conduct of business will be on an individual basis, by appointment only, so as not to interfere with any military duty.

g. Civilians and family members of the Armed Forces, while conducting private business:

(1) Shall not enter or visit public quarters except by request, appointment or prearrangement.

(2) Shall not enter any squadron area, troop barracks, storerooms or sleeping quarters, restricted areas or officer or enlisted clubs.

(3) Shall not canvas nor solicit.

(4) Shall not be provided with or address a captive audience, except by written authority of the Commanding General (Station Inspector). Moreover, salesmen, merchants or agents will not be permitted to address or attend meetings, classes, or mass formations, or any other assembly of military personnel, except by written authority of the Commanding General.

h. Military personnel on active duty who are engaged in off-duty, part-time employment are prohibited from personal commercial solicitation and sale to military personnel who are junior in grade and rank. This prohibition is applicable to activities on or off the installation, in or out of uniform, while on or off duty, and includes, but is not limited to, the personal solicitation and sale of life and automobile insurance, stock, mutual funds, real estate, or other commodities, goods or services. Military personnel found to be in violation of this prohibition may be subject to prosecution under the UCMJ.

i. Permission to conduct commercial activities will be denied or revoked when such action would further the best interest of the command. Example: Personal misconduct by a company's agent or representative while aboard the Air Station.

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I have read and understand the above regulations and acknowledge that any violation of these regulations may result in the withdrawal of my privilege of conducting business aboard Marine Corps Air Station, Cherry Point.

(Signature)

(Printed Name) (Date)

(Representing)

ENCLOSURE (1)

REVOCABLE PERMIT FOR CONDUCTING PERSONAL COMMERCIAL SOLICITATION
ABOARD MCAS CHERRY POINT

1. This Revocable Permit is granted by the Commanding General, Marine Corps Air Station, Cherry Point, North Carolina to ___ as a representative of _____ for providing services by request of military personnel and civilians assigned duties or employed aboard Marine Corps Air Station, Cherry Point, North Carolina. This permit is revocable at will, and if not revoked at an earlier date, will expire on _____, one year from date of issue. Specific cause for revoking this permit will be failure of the holder to comply with the following conditions:

a. This permit is not valid except in the possession of the original applicant.

b. Active use of this permit is subject to regulations now in force and to regulations, which may be promulgated at a later date by an authorized and official source.

c. In the event that death or injury occurs to any person, or loss, destruction, or damage occurs to any Government property occasioned in whole or in part by the acts or omissions of the holder of this permit, or any person responsible to the holder, the holder agrees to indemnify and save harmless the Government, or any of its official representatives, from and against any loss, expense claims or demands to which the Government may be subjected as a result of such death or personal injury, loss, destruction, or damage.

d. This permit expressly does not authorize the bearer to address or attend meetings, classes, formations, or any other grouping or assembly of persons, military or civilian, aboard this installation. A request for any such permission shall be made separately to the Station Inspector's Office. Moreover, any such permission given by another source is not valid.

e. In the event that business is transacted on a credit basis, no official assistance will be rendered to the holder in the collection of payment or claims.

f. Compliance with SECNAVINST 1740.2D by insurance agents is mandatory.

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g. When the holder of this permit ceases operations aboard this Station, he will return this permit to the issuing office.

2. It has been determined that this individual does/does not warrant a vehicle pass.

3. IN WITNESS WHEREOF, the Commanding General has caused this permit to be executed this (date).

XXXXXXXXXX

XXXXXXXXXX

By direction of the Commanding General
Marine Corps Air Station
Cherry Point, North Carolina